

**JOB DESCRIPTION  
MURFREESBORO POLICE DEPARTMENT  
POLICE CLERK**

**1. JOB TITLE: POLICE CLERK**

- 2. DEFINITION:** The Police Clerk receives, indexes and files both public and confidential documents and exhibits for the Police Department. The employee is required to perform data processing, typing, photocopying, compiling of statistics, analysis and report preparation. The employee works with police officers and when authorized, members of the public in locating and/or furnishing records and other information. This employee will be responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident/incident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee will operate a telephone, computer, printer, typewriter, calculator, copy machine, fax machine and other miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the Murfreesboro Police Department. Work generally is performed indoors and in a smoke-free environment.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Handles and processes evidence, some of which may be narcotics, in a responsible, accurate and safe manner.
- b. Answers the telephone, directs calls, accurately answers inquiries, and takes messages as needed.
- c. Maintains confidentiality about information learned on the job.
- d. Accurately prepares, types and proofreads correspondence, reports and other documents.
- e. Courteously and correctly answers oral and written inquiries from the public and departmental employees concerning the information maintained in the Records Division.
- f. Files and stores required documents, evidence and property.
- g. Sits, stands, stoops and walks intermittently.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Compiles statistical data.
- b. Checks records on individuals.
- c. Assists in police auctions.
- d. Performs other duties as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. High school diploma or equivalent.
- c. Must have legal authorization to work in the United States of America.
- d. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Submit to and pass a drug and alcohol screen.
- f. Ability to type a minimum of 35 wpm with good working knowledge of personal computer.
- g. Ability to read and comprehend reports and other documents filed in the Records Office.
- h. Must possess and maintain a good reputation for confidentiality, honesty and integrity.
- i. Excellent communication skills, both oral and written.
- j. Temperament and good judgment to effectively communicate and deal with the public and department employees on a daily basis, both by phone and personal contact.
- k. Ability to work occasional overtime.
- l. Ability to work different shifts upon request.
- m. Ability to report for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- n. Possess the ability to perform the duties of the position for an entire work day.
- o. Must pass a pre-employment background investigation.
- p. Ability to concentrate and accomplish tasks despite interruptions.
- q. Ability to perform a variety of tasks simultaneously or in rapid succession.
- r. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 25 pounds and to occasionally lift, move and carry objects weighing more than 25 pounds with assistance.

**Non-Exempt  
Safety Sensitive  
May 13, 2005**